

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction County of San Diego
Reporting Period Date 1/1/2012 - Date 12/31/2012

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information						Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions				
1	2	3	4				5	5a	6	7	8	
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.	
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions		
128-380-08-00	SU	R	1				1				Farm Employee Housing	
121-220-64-00	SU	R	1				1				Farm Employee Housing	
105-020-16-00	SU	R	1				1				Farm Employee Housing	
504-242-27-00	SU	R		1			1				County's State-approved HE counts 2nd Units as affordable to low-income	
520-340-05-00	SU	R		1			1					
404-332-35-00	SU	R		1			1					
523-150-14-00	SU	R		1			1					
127-320-32-00	SU	R		1			1					
123-060-24-00	SU	R		1			1					
599-210-26-00	SU	R		1			1					
388-390-21-00	SU	R		1			1					
181-101-23-00	SU	R		1			1					
239-151-26-00	SU	R		1			1					
182-310-45-00	SU	R		1			1					
287-031-31-00	SU	R		1			1					
281-490-69-00	SU	R		1			1					
266-120-21-00	SU	R		1			1					
302-054-10-00	SU	R		1			1					
264-560-18-00	SU	R		1			1					
303-013-71-00	SU	R		1			1					
585-112-13-00	SU	R		1			1					
589-422-55-00	SU	R		1			1					
129-370-27-00	SU	R		1			1					
(9) Total of Moderate and Above Moderate from Table A3 ▶ ▶				36	260	296						
(10) Total by income Table A/A3 ▶ ▶			3	20	36	260	319					
(11) Total Extremely Low-Income Units*												

* Note: These fields are voluntary

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Table A2

Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3

**Annual building Activity Report Summary for Above Moderate-Income Units
 (not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate			12		24	36	
No. of Units Permitted for Above Moderate	260					260	

* Note: This field is voluntary

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Table B**Regional Housing Needs Allocation Progress****Permitted Units Issued by Affordability**

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.			2010	2011	2012	2013	2014	2015	2016	2017	2018	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	2,085	16									16	2,063
	Non-deed restricted		2	1	3							6	
Low	Deed Restricted	1,585	63									63	1,461
	Non-deed restricted		19	22	20							61	
Moderate	Deed Restricted	5,864											5,729
	Non-deed restricted		9	90	36							135	
Above Moderate		12,878	268	304	260							832	12,046
Total RHNA by COG. Enter allocation number:		22,412											21,299
Total Units ▶ ▶ ▶			377	417	319							1,113	
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

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Table C
Program Implementation Status

Program Description (By Housing Element Program Names)		Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.1	Community Development			
3.1.1	Regional Housing Needs			
3.1.1.A	Residential Sites Inventory	Develop and implement computerized tracking to identify parcels that are included in the Residential Sites Inventory on a GIS mapping application designed for staff and public use.	Completed late 2012	A new updated GIS Mapping Application was launched in late 2012 that is available to both staff and members of the public. This application includes a layer with parcels identified on the Residential Sites Inventory.
3.1.1.B	Project Review for Inventory Sites	Implement regulatory procedures for new projects to determine whether the lots were included in the Residential Sites Inventory.	Completed August 2011	The updated GIS mapping application identifies parcels included on the Sites Inventory. Planners use this source when conducting preliminary analysis of a development application.
3.1.1.C	Zoning Ordinance Consistency with Regional Housing Needs Assessment	Amend Zoning Ordinance for consistency with the General Plan Update and to meet the County's Regional Housing Needs Assessment (RHNA).	Completed August 2011	Concurrent with the General Plan Update, the Zoning Ordinance was amended to be consist with General Plan land use map changes. This same map and zoning is the basis for the residential sites inventory for this 5th revision to the Housing Element.
3.1.1.D	Publicly Available Sites Inventory	Create a publicly available inventory of residential sites adequate to accommodate the RHNA of 12,358 units (2,476 very low, 1,881 low, 2,336 moderate, and 5,666 above moderate income) for the 2005 - 2010 Housing Element cycle.	Completed October 2011	Concurrent with the fifth revision to the Housing Element, an inventory of residential sites was prepared to accommodate a RHNA with 2,085 Very Low, 1,585 Low and 5,864 Moderate units for the 2010 to 2020 Housing Element cycle.
3.1.1.E	Affordable Housing Component for Large Developments	Develop criteria for privately-initiated amendments to the General Plan for large scale developments to include an affordable housing component.	0-3 years	This program has yet to be started. It is included in the PDS Advance Planning work program for accomplishment when staff and resources become available.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.1.1.F	Constraints to development in standards and guidelines	Implement and annually assess development standards and design guidelines and modify, as appropriate, to remove constraints to the development of affordable housing.	Ongoing	The Zoning Ordinance and other regulatory codes are reviewed on an annual basis to identify streamlining opportunities for discretionary development applications.
3.1.1.G	Zoning Ordinance Consistency with Regional Housing Needs Assessment	Should the rezone, concurrent with the General Plan Update as outlined in Program 3.1.1.C, not be approved prior to the end of the Housing Element Planning Period then a necessary rezone program to address the shortfall of 1,183 low and very low income units will be conducted to meet the standards of Government Code 65583.2(h). If the rezone does not occur with sufficient time for development to occur prior to the end of the Housing Cycle then pursuant to Government Code 65584.09 it will be accommodated in the next housing cycle.	Housing Element certified November 2011	This measure turned out to be unnecessary because the Housing Element was adopted and certified by State HCD within the timeframe of the last planning period.
3.1.1.H	Regional Housing Needs Assessment for next Housing Element cycle	Work with SANDAG to determine County's share of Regional Housing Needs Assessment for the next Housing cycle.	Completed October 2011	This measure was completed. The County was allocated 22,412 units for the planning period of fifth revision of the Housing Element.
3.1.1.I	Housing Element Update	Review and revise goals and policies. Analyze success of Housing Element implementation programs, make adjustments, and devise programs to achieve goals and implement policies of updated Housing Element.	April 2013 and April 2017	The Housing Element Update is scheduled to be considered by the Board of Supervisors on April 10, 2013. Also, this continues to be an ongoing action. The success of the Housing Element implementation programs will be analyzed again in the 2017 Housing Element Update.
3.1.1.J	Residential Sites Inventory Analysis	Identify sites for the next Housing Element Sites Inventory that are available and suitable to provide housing opportunities to satisfy the County's RHNA allocation.	Completed December 2012	This action was been completed with the fifth revision of the Housing Element where sufficient sites were identified to meet the County's housing needs for the planning period. The Sites Inventory is scheduled for consideration by the Board of Supervisors in April 2013, along with State HCD.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.1.1.K	Residential Sites Inventory	Update GIS layer that identifies parcels included in the Residential Sites Inventory for the next Housing Element cycle.	Mid 2013	Sites identified in the fourth cycle Housing Element update are currently shown in the GIS layer. This layer will be updated to reflect the sites from the fifth cycle RHNA upon adoption of the fifth revision to the Housing Element.
3.1.2	Village Development			
3.1.2.A	Transit Nodes	Work with transit agencies, SANDAG and developers to facilitate development within identified transit nodes.	Ongoing	The Transportation Impact Fee Ordinance (TIF) was updated and the impact fees are discounted in village core areas to facilitate development in transit nodes. PDS Advance Planning is also developing a Form-based code for the Ramona Village and Alpine Town Center. This code will enable development applications to process through an administrative permit and will also facilitate development in the village transit nodes.
3.1.2.B	Transit Node Planning Principles	Establish comprehensive planning principles for transit nodes such as the Sprinter Station located in North County Metro.	2-4 years	This measure has not yet started. The development of a focus area plan for the area around the Buena Creek light rail station is included in the PDS Advance Planning work program for accomplishment when staff and resources become available.
3.1.2.C	Mixed Use Zoning	Establish mixed-use zoning that is compatible with General Plan designations used within the Village category and, in particular, within town centers.	2-5 years	Actions are currently underway to achieve this measure. Village Zones are currently being developed for Ramona and Alpine with the preparation of focus area plans. In future years, focus area plans are also planned for Valley Center, Spring Valley, the Buena Creek Sprinter Station that will create special Village Zones to that facilitate mixed use development.
3.1.2.D	Legislation for Workforce and Affordable Housing	Coordinate with the County's Office of Strategic and Intergovernmental Affairs (OSIA) to help improve the County's ability to obtain funding for workforce and affordable housing.	Ongoing	County PDS coordinates with the County's Office of Strategic and Intergovernmental Affairs when reviewing and commenting on proposed new legislation that would help improve the County's ability to obtain funding for workforce and affordable housing.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.1.2.E	Achievement of Maximum Density	Evaluate and determine if changes are necessary to the Zoning Ordinance to encourage the achievement of maximum density by permitting new residential development in Villages to utilize nearby public amenities rather than providing the same amenities on-site. Particular attention should be given to ensure necessary amenities are provided. No changes will occur if these assurances cannot be provided.	2-5 years	This program is yet to be completed. The program will be added to the PDS Advance Planning work program for accomplishment when staff and resources become available.
3.1.2.F	Multi-Family Housing Design Guidelines	Obtain funding and develop a set of design guidelines and development standards for duplex, triplex, and other forms of multi-family housing which create units compatible in scale, design and character with the surrounding neighborhood.	May 2012 and 0-2 years	In May 2012 Residential Design Guidelines were prepared that included guidelines for multifamily housing in single family neighborhoods. The preparation of additional design guidelines for multifamily housing will be added to the PDS Advance Planning work program for accomplishment when staff and resources become available.
3.1.2.G	Multi-Family Housing on Lower Density Designated Lands	Evaluate and identify any necessary revisions to site zoning to permit appropriate types of multi-family housing on land designated at 7.3 dwelling units per acre when needed to achieve maximum yield or facilitate the use of density bonus incentives. This will only be applied in appropriate places as specified by site zoning, and these requirements are not intended to remove requirements to conform to Land Use Map densities. Require coordination with the Community Planning Group to only accomplish these objectives where appropriate. Any multi-family housing provided must be consistent with Multi-Family Housing Design Guidelines.	May 2012 and 2-5 years	In May 2012 Residential Design Guidelines were prepared that included guidelines for multifamily housing in single family neighborhoods. The preparation of additional design guidelines for multifamily housing will be added to the PDS Advance Planning work program for accomplishment when staff and resources become available.

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3.1.2.H	Amenities in Large Developments	Establish development standards and design guidelines for large developments to encourage amenities, such as tot lots, community facilities and the use of universal design features that accommodate both able-bodied and disabled individuals.	2-5 years	This program is yet to be completed because it is scheduled for accomplishment 2-5 years after adoption of the General Plan Update. The program will be added to the PDS Advance Planning work program for accomplishment when staff and resources become available.
3.1.2.I	Redevelopment Districts	Explore options that would support the County's redevelopment efforts by developing and managing redevelopment districts that could produce a stream of funds available for affordable housing construction and rehabilitation projects.	Discontinued	Pursuant to AB 26, as of February 1, 2012, all California redevelopment agencies were dissolved.
3.1.2.J	Facilitating Revitalization	Explore opportunities to encourage development on underutilized sites and facilitate land assemblage for multi-family housing development. Programs could include, but are not limited to Redevelopment activities or zoning incentives.	2-5 years	This program is yet to be completed because it is scheduled for accomplishment 2-5 years after adoption of the General Plan Update. The program will be added to the PDS Advance Planning work program for accomplishment when staff and resources become available.
3.1.3	Maximum Development Yield in Villages			
3.1.3.A	80 Percent Gross Density	Evaluate and determine if changes are necessary to zoning on specific multi-family sites and/or to County ordinances as needed to permit development to achieve a minimum of 80 percent gross density on residential sites designated for 15 to 30 units per acre. Potential changes may include revisions to restrictions on maximum height, number of stories, or private open space requirements. Potential changes may also include the elimination of zoning-level density restrictions or alternatively, the use of a minimum density requirement in town centers as specified in community plans.	1-2 years	There is insufficient information to evaluate and determine if changes are necessary at this time since PDS has received only one application for multi-family building types since the Housing Element was updated. PDS will evaluate whether development achieves a minimum of 80% gross density, and what any changes to zoning are necessary as more applications are submitted and when staff and resources become available.

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3.1.3.B	Multi-Family Building Types	Evaluate and determine if changes are necessary to the Zoning Ordinance, as needed, to permit multi-family building types within all areas designated in the density range of 10.9 to 30 units per acre. This is not intended to apply to sites with a Residential Mobilehome (RMH) designation, which are given a building type A upon receiving RMH zoning (Zoning Ordinance section 6516). This building type only allows buildings per the use permit established under section 6500 and compliance with density regulations in section 4100.	1-2 years	There is insufficient information to evaluate and determine if changes are necessary at this time since PDS has received only one application for multi-family building types in areas designated in the density range of 10.9 to 30 units per acre since the Housing Element was updated. PDS will evaluate whether changes are necessary to the Zoning Ordinance, as needed, to permit multi-family building types within all areas designated in the density range of 10.9 to 30 units per acre as more applications are submitted and when staff and resources become available.
3.1.3.C	Smaller Single-family Lots	Evaluate the site zoning to determine if rezoning is necessary to permit smaller single-family lots within Village categories in appropriate communities through coordination with community planning groups.	1-2 years	There is insufficient information to evaluate and determine if changes are necessary at this time since PDS has received only two applications for single-family lots within Village categories since the Housing Element was updated. PDS will evaluate if rezoning is necessary through coordination with community planning groups as more applications are submitted and when staff and resources become available.
3.1.4	Efficient Development Patterns			
3.1.4.A	Decouple Minimum Lot Size from Density	Revise the Zoning Ordinance to eliminate the connection between lot size, building type, and density, which will permit smaller lots when allowed by the Zoning Ordinance and applicable Community Plan. Zoning changes will be coordinated through community planning groups.	August 2011	This measure was completed in August 2011 with the adoption of the General Plan Update.
3.1.4.B	Maximum Planned Yield	Prepare a process and procedures that allow developers to achieve maximum planned yield while preserving environmental resources.	August 2011 and 1-2 years	This program has been partially completed by the development of the Conservation Subdivision Program and the Residential Subdivision Design Guidelines, which provide direction on how to best design a residential subdivision that meets the objectives of the General Plan, while preserving environmental resources.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.1.4.C	Design Guidelines in Semi-Rural and Rural Lands	Facilitate compact development patterns and smaller lots by establishing a set of minimum design guidelines and/or development standards for development in Semi-Rural and Rural Lands.	May 2012	Completed May 2, 2012, the Board of Supervisors adopted the residential subdivision design guidelines as a reference document providing direction and guidance on how best to design residential subdivisions that meet the objectives of the General Plan, Community Plans, and Conservation Subdivision Program, while maintaining the existing character of unincorporated communities in San Diego County.
3.1.5	Second Unit and Accessory Apartments			
3.1.5.A	Second Unit Construction	Publicize the permitting process and requirements for second unit construction through information made available on the County website and at the zoning counter with the goal of achieving an average of 50 second units per year.	Ongoing	Changes in the permitting process were instituted April 2009. PDS permits an average of 41 second dwelling units per year. The permitting process is available on the County web site at: http://www.sdcounty.ca.gov/pds/zoning/formfields/PDS-611.pdf
3.1.5.B	Streamline Approval of Second or Accessory Units	Review and implement revised permitting procedures that streamline the process to approve second or accessory units.	Ongoing	Revisions were completed April 2009 and permitting procedures are currently being implemented.
3.1.5.C	Encouraging Second and Accessory Units	Implement Zoning Ordinance section 6156.x Second Dwelling Unit, which was revised to facilitate second and accessory units.	Ongoing	Revisions were completed to facilitate the development of second dwelling units.
3.1.6	Mobile and Manufactured Homes			
3.1.6.A	Mobile/Manufactured Homes	Implement procedures that offer mobile/manufactured homes as a by-right use with a goal of permitting an average of 50 mobile and manufactured units per year.	Ongoing	This is an ongoing pursuit of a yearly goal. Single mobile homes are a by-right use on lot zoned for single family residential use. Since 2003, the County has permitted an average of 118 manufactured/mobile homes per year. In 2012, the County issued 24 building permits for mobile homes.

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3.1.6.B	Mobile Home Park Lots	To preserve affordable housing opportunities, revise the Zoning Ordinance to include conditions that will permit existing, legally created mobile home parks to be converted to condominium lots in individual mobile home park lots, even if the lots do not conform to the minimum lot size requirement per Zoning Ordinance. These changes would bring the County into compliance with State law to remove occupancy restrictions so that residents can become permanent owners.	Completed	This program was completed. The issue was addressed in revisions to the County's Subdivision Ordinance.
3.1.6.C	Special Occupancy Park	Review time restrictions on major use permits issued for Special Occupancy Parks (recreational vehicle parks, etc. — see California Health and Safety Code Section 18862.43), when requested, to lengthen the period allowed for occupancy.	1-3 years	This program is yet to be accomplished. The revision of the Zoning Ordinance to allow for increased or removed time restrictions when processing major use permits is included in the PDS Advance Planning work program for accomplishment when staff and resources become available.
3.1.7	Energy Conservation			
3.1.7.A	Energy Efficiency Improvements	Encourage weatherization improvements and installation of energy efficient systems through assistance programs such as the Single-Family Home Repair Loan Program and Multi-Family Rehabilitation Program.	Ongoing	The County HCD offers the Home Repair Loan Program, a residential rehabilitation program, that provided 19 low-interest loans to eligible homeowners for home improvement in 2012s. Homeowners are encouraged to utilize the funding in energy efficiency improvements such as installation of double-pane windows and doors, low-flush toilets, etc.
3.1.7.B	Energy Conservation Features	Encourage use of energy conservation features through the HOME and CDBG-funded residential rehabilitation and development programs.	Ongoing	In 2012, 19 qualified homeowners were assisted through the Home Repair Loan Program and are encouraged to use funds in energy conservation improvements. Developers are also encouraged to include energy efficient features in all affordable housing development

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3.1.7.C	Build Green Program	Offer reduced plan check times and plan check and building permit fees for projects that use resource efficient construction materials, water conservation measures and energy efficiency in new and remodeled residential and commercial buildings.	Ongoing	The County issued 324 permits as part of its Green Building Incentive Program which is designed to promote the use of resource efficient construction materials, water conservation and energy efficiency in new and remodeled residential and commercial buildings. The program offers incentives of reduced plan check turnaround time and a 7.5% reduction in plan check and building permit fees for projects meeting program requirements.
3.1.7.D	Landscape Design Standards	Implement the revised Landscape Ordinance that established landscape design standards for property owners to conserve water.	Ongoing	The County continues to implement its Landscape Ordinance that requires new single family residential projects to conserve water in landscaping by establishing and adhering to water budgets, and using recycled water, where available.
3.1.7.E	Low Impact Development Standards	Implement the revised low impact development standards to reduce urban runoff and reduce heat produced by paved and impervious surfaces.	Ongoing	The County continues to implement its Low Impact Development Standards to reduce urban runoff and reduce heat produced by paved and impervious surfaces.
3.1.7.F	SDG&E Conservation Programs	Support San Diego Gas and Electric conservation programs by providing a link to program information on the County's website and maintaining an informational display in the PDS Lobby.	Ongoing	PDS maintains an Energy Efficiency Standards web page, along with an information display in its lobby. http://www.sdcounty.ca.gov/pds/bldg/energy-stds.html
3.1.7.G	Renewable Energy Systems	Support the installation of photovoltaic/solar electric and solar water heating systems on new construction through incentives and improving regulations.	Ongoing	PDS issued 3,114 permits for residential photovoltaic permits from 2009 to 2012. HCD continues to encourage developers to include solar panel systems, where cost effective, when constructing new affordable housing developments.

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3.1.7.H	Water Conservation	Amend existing regulations to further promote water conservation.	January 2010 and 1-3 years	This program is partially complete. Water Conservation in Landscaping Ordinance was adopted in January 2010; and requires all new construction to create landscape water budgets and ensures that new construction uses the latest irrigation technology to conserve water. Amendment of the County's Green Building Incentive Program to expand the incentive for water conservation via gray water systems and to include other water conservation measures such as low flow fixtures is included in the PDS Advance Planning work program for accomplishment when staff and resources become available.
3.2	Lower Income Housing Development			
3.2.1	Density Bonus Incentives			
3.2.1.A	Density Bonus for Senior Housing	Modify and implement density bonus provisions to provide additional incentives and concessions for senior housing developments that include amenities and are located in Village areas and, more specifically, Transit Nodes.	Ongoing	PDS continues to implement density bonus provisions to encourage senior housing in Village areas and Transit Nodes.
3.2.1.B	Density Bonus Incentives	Publicize density bonus incentives to developers with the objective of creating 100 affordable units between 2005 and by 2010.	Ongoing	HCD staff continue to work with developers with density bonus permits to execute development agreements to ensure long term affordability restrictions on units earmarked for affordable housing; however, there were not any density bonus contracts signed in 2012.
3.2.1.C	Review of Density Bonus Provisions	Review local density bonus provisions on an annual basis for State compliance	Ongoing	The Housing Coordinator is responsible for reviewing local density bonus provisions on an annual basis to ensure compliance with state law.

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3.2.2	Affordable Housing Resources			
3.2.2.A	State and Federal Funding Opportunities	Explore funding opportunities available at the state and federal levels.	Ongoing	HCD distributed HOME funding of \$200,286 for Home Repair and \$156,070 for Down Payment Closing Cost programs in 2012. HCD used VASH funds of approximately \$136,415 for unincorporated area in 2012. Approximately \$23,436 of HOPWA TBRA funds were used in unincorporated area.
3.2.2.B	Additional Funding Opportunities	Pursue additional federal, state, and local funding for affordable housing including non-governmental sources.	Ongoing	Private Resources/Financing Programs include the Conventional Lending Industry, Local Initiatives Support Corporation (LISC), Federal Home Loan Bank Community Investment Program (CIP), California Community Reinvestment Corporation (CCRC), and Independent Cities Finance Authority (ICFA).
3.2.2.C	Inventory of Surplus Sites	Coordinate with the DGS Real Estate Services Division to update and maintain an updated inventory of surplus sites suitable for affordable housing development.	Ongoing	Prior to being declared surplus and available for sale or lease, information regarding any County-owned properties being considered for a surplus declaration is routed to all County departments to determine if there are any County uses for the property. PDS, HCD and other relevant departments use this information to conduct their evaluation of affordable housing suitability.
3.2.2.D	Annual Evaluation of Surplus Sites	Annually evaluate the feasibility of using some of the surplus County sites for affordable housing.	1-2 years	A specific analysis of surplus sites appropriate for affordable housing has not yet been conducted by DGS. This could be done annually when staff and resources become available. The existing inventory of surplus sites could be reviewed to include only those sites that are not suitable for affordable housing.
3.2.2.E	Bond Funding for New Infrastructure	Assist affordable housing developers seeking bond funding for the provision of new infrastructure in areas planned for higher density development.	N/A	This program will be changed to assist affordable housing developers when seeking grant funding for the provision of new infrastructure.

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3.2.3	Rental Assistance			
3.2.3.A	Housing Choice Vouchers	Continue to provide Housing Choice Vouchers to 2,000 extremely low and very low-income households. These vouchers are not restricted to specific jurisdictions.	Ongoing	The County Housing Authority continues to administer the Housing Choice Voucher program for the unincorporated area and most jurisdictions in the County. In 2012, 1,987 vouchers were administered by the County Housing Authority.
3.2.3.B	Tenant Based Rental Assistance (TBRA)	Continue to provide TBRA to 45 extremely low- and very low-income households in the unincorporated area.	Ongoing	The County Housing Authority administers six Tenant Based Rental Assistance (TBRA) programs, with a total of 245 participants annually, using HOME, HOPWA, Shelter Plus Care, and Redevelopment Housing Set Aside funds. Approximately 20-25 TBRA vouchers are used annually in the unincorporated area. In addition, the County HCD contracts with South Bay Community Services to administer up to twelve (12) Domestic Violence TBRA. Beginning in 2009, a total of 146 participants were assisted under the Homeless Prevention and Rapid Re-Housing Program (HPRP); however, the program's funding ended in August 2012.
3.2.3.C	Outreach Programs for Voucher Acceptance	Promote acceptance of Housing Choice Vouchers through outreach programs for rental property owners and managers.	Ongoing	The County HCD conducts landlord/owner workshops four times per fiscal year.
3.2.4	Mortgage Credit Certificates			
3.2.4.A	Mortgage Credit Certificate Goal	Provide 100 MCCs to lower- and moderate-income households between 2005 and 2010 in the unincorporated area.	Ongoing	On behalf of County HCD, Affordable Housing Applications (AHA) issued 18 Mortgage Credit Certificates (MCC) in 2012.
3.2.5	Down Payment and Closing Cost Assistance			
3.2.5.A	Homebuyer Education Courses	Provide first-time homebuyer education courses and counseling sessions for lower-income residents.	Ongoing	County HCD contracts with Money Management Inc. to conduct homebuyer education courses and counseling sessions. A total of 166 persons received counseling in 2012.

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3.2.5.B	Household Assistance Goal	Assist 50 – 75 lower-income households between 2005 and 2010 in the unincorporated area.	Ongoing	In 2012, a total of 5 low income households were assisted in the unincorporated area.
3.2.6	Housing Resources Directory			
3.2.6.A	Housing Resources Directory Update	Update directory at least biannually.	Ongoing	In November 2012, HCD updated the Housing Resource Directory on the County's website at http://www.sdcounty.ca.gov/sdhcd/docs/housing_resource.pdf .
3.3	Special Needs Housing			
3.3.1	Shared Housing			
3.3.1.A	Shared Housing Programs	Implement Procedures to offer the shared housing programs.	N/A	The County HCD does not actively participate in the implementation of this program, nor are they aware of any non-profit organizations that offer this service.
3.3.1.B	Shared Housing Program Outreach	Increase outreach and promotion of the shared housing programs with the objective of matching 100 households between 2005 and 2010 in the unincorporated area.	N/A	Between FY 2006-07 and FY 2009-10, County HCD funded the East County Shared Housing program annually for up to \$18,000. County HCD discontinued funding of this program in June 2010 due to lack of program demand and grant performance. This objective is being removed due to the circumstances identified above.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.3.2	Continuum of Care for the Homeless			
3.3.2.A	Continuum of Care (COC) Program Funding	Apply annually, through the Regional Continuum of Care, for funding under the Continuum of Care (COC) Program to preserve and pursue new resources to increase the number of beds for homeless persons. It is anticipated that approximately 500 shelter beds will be funded in the unincorporated area.	Ongoing	In 2012, the Regional Continuum of Care (RCCC) received \$14,435,382 in federal homeless housing projects. In the County, 29 existing projects totaling \$4.7 Million was received. Four projects were renewed under the Shelter Plus Care program. Twelve RCCC and twelve RCCC Steering Committee meetings held during the year to prepare the annual Continuum of Care Program application, prioritize projects, and develop the region's vision for ending homelessness. In 2011, the COC received \$5m in McKinney-Vento Homeless Program funding for 25 renewal projects and 3 new projects in the County's Consortium (approximately 1000 shelter beds for the County).
3.3.3	Farmworker Housing			
3.3.3.A	Fee Waivers	Implement procedures to offer fee waivers for farmworker housing projects.	N/A	The County HCD does not actively participate in the implementation of this program. The County HCD will continue to search for funding and resources to implement this program.
3.3.3.B	Farmworker Housing Outreach	Distribute farmworker housing information to the public through brochures and the County website.	Ongoing	Guidelines for providing farmworker housing are available through the PDS public counters and on its web site: http://www.sdcounty.ca.gov/pds/advance/FEH_auth_pro_c_PDS390.pdf .

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.3.3.C	Permit Process Streamlining	Streamline and implement the permit process procedures for farmworker housing, including by identifying a single point of contact to respond to farmworker housing inquires. and incorporating provisions into the Revised and implement Zoning Ordinance to incorporate provisions which allows farmworker housing with limited occupancy in specified zones "by right." Including the goal of achieving six farmworker housing units per year.	Ongoing	34 farmworker housing units were permitted between July 1, 2005 and December 31, 2011. In 2012, 3 permits were issued. In 2010, PDS streamlined the farmworker housing process by creating a single point of contact and consolidating processing requirements, while revising the guidelines and changing regulations to allow for a fee waiver (however, funding is not currently available for the fee waiver).
3.3.4	Development Standards for Housing for Seniors and Persons with Disabilities			
3.3.4.A	Universal Design Principles	Prepare an informational brochure on universal design principles and features and make the brochure available to the public.	1-2 years	This program has yet to be completed. It is included in the PDS Advance Planning work program for accomplishment when staff and resources become available.
3.3.4.B	Senior and Disabled Person Housing	Review and, if necessary, revise development standards, incentives, and permitting requirements to better facilitate housing for seniors and persons with disabilities.	February 2013	This program has yet to be completed, other than the parking regulations, which were amended on February 6, 2013 to provide a separate category for Senior Housing to facilitate its development and to require projects to provide ADA parking.
3.3.4.C	Parking for Senior and Disabled-Person Housing	When updating the Zoning Ordinance, review and revise parking regulations for senior housing and affordable housing, utilizing data from studies conducted for these groups.	February 2013	On February 6, 2013, the Board of Supervisors approved an update to the parking regulations in the Zoning Ordinance to provide a separate category for Senior Housing to facilitate its development and to require projects to provide ADA parking.
3.4	Housing Preservation			
3.4.1	Preservation of At-Risk Housing			
3.4.1.A	At-Risk Housing Projects	On an annual basis, update the status of at-risk housing projects assisted by the County HCD.	1-2 years	County HCD annually researches and updates the status of at-risk units.
3.4.1.B	Nonprofit Housing Organizations	Identify and create a roster of nonprofit housing organizations that may be interested in preserving at-risk housing projects.	1-2 years	County HCD continues to update their affordable housing list with interested nonprofits.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.4.1.C	Funding for At-Risk Housing	Pursue funding from state and federal programs to assist in preserving at-risk housing.	Ongoing	New preservation vouchers were not issued in 2012. In 2008, the County HCD issued 44 preservation vouchers to families who were residing at Turnagain Arms apartment complex in Fallbrook.
3.4.2	Single-Family Residential Rehabilitation			
3.4.2.A	Single-Family Housing Upgrade Goal	Preserve and upgrade 250 single-family units and mobile homes between 2005 and 2010 in the unincorporated County.	Ongoing	In 2012, 19 housing units were upgraded in the unincorporated area.
3.4.3	Multi-Family Residential Rehabilitation			
3.4.3.A	Multi-Family Housing Upgrade Goal	Preserve and upgrade 300 multi-family units between 2005 and 2010 in the unincorporated County.	Ongoing	In 2012, no multi-family housing projects were funded for acquisition/rehabilitation. However, in past years HCD funded acquisition and rehabilitation of multi-family housing projects: Primrose (22 units), Springbrook Grove (44 units), and Silversage (80 units).
3.4.4	Neighborhood Cleanup and Revitalization			
3.4.4.A	Neighborhood Cleanup Programs	Sponsor five neighborhood cleanup programs between 2005 and 2010 in the unincorporated County.	Ongoing	Each year, through the CDBG application process, the County HCD provides funding to sponsor neighborhood clean-up programs. Clean up events were held on November 3, 2012 in Lakeside and on September 29, 2012 in Spring Valley.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.4.4.B	Neighborhood Committee Meetings	Facilitate 10 – 12 committee meetings annually in the unincorporated area and assist in pursuing funding for improvements.	Ongoing	In 2012, HCD conducted five presentations including four community meetings and one webinar. Also, the four Fair Housing Resources Board meetings, four HIV Housing Committee meetings and two Revitalization Committee meetings were held. In addition, 12 Regional Continuum of Care Council (RCCC) and 12 RCCC Steering Committee meetings are held during the year to prepare the annual Continuum of Care application, prioritize projects, and develop the region's vision for ending homelessness and HOME participating city meetings and attends Fair Housing Resources Board meetings. Annual community outreach meetings are held to solicit applications for community improvements and affordable housing projects. HCD also maintains a NOFA information list of 3,127 contacts and Annual Funding Plan interest list of approximately 200 contacts.
3.4.5	Reasonable Accommodation			
3.4.5.A	Variances Ministerial Permits for Special Needs Housing	Amend the findings required by the Variance-Procedure in the Zoning Ordinance <u>Establish ministerial procedures</u> to accommodate reasonable requests related to the special needs of persons with disabilities.	1 - 2 years	An amendment to the Zoning Ordinance to establish ministerial procedures to accommodate reasonable requests related to the special needs of persons with disabilities is included in the PDS Advance Planning work program for accomplishment when staff and resources become available.
3.4.5.B	Reasonable Accommodation	Make information on Reasonable Accommodation available to the public.	Ongoing	Reasonable accommodation is currently handled on a case-by-case basis. The preparation of a brochure and web page on reasonable accommodation is included in the PDS Advance Planning work program for accomplishment when resources become available.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.4.6	Emergency Shelters and Transitional Housing			
3.4.6.A	Emergency Shelters	Amend and implement the Zoning Ordinance to address the provision of emergency shelters and establish zones where they are allowed by-right in the Use Regulations M50, M54 and M58. By right is defined as not requiring a conditional use permit, a planned unit development permit, or any other discretionary review that would constitute a "project" for the purposes of Division 13 of the Public Resources Code.	Completed 2010	The Board of Supervisors amended the Zoning Ordinance on January 27, 2010, which added the provision of emergency shelters and established zones where they are allowed by-right in the Use Regulations M50, M52, M54 and M58.
3.4.6.B	Definition in Zoning Ordinance	Update and implement the Administrative List (Zoning Ordinance) to define Emergency Shelters, Transitional Housing, Supportive Housing, and Single Room Occupancy units. Transitional and Supportive Housing are defined as a residential use, subject only to those restrictions that apply to other residential uses of the same type in the same zone.	Completed 2010	The Board of Supervisors amended the Zoning Ordinance on January 27, 2010 to add definitions for Emergency Shelters, Transitional Housing, Supportive Housing, and Single Room Occupancy units.
3.4.6.C	Outreach Materials	Prepare and distribute a brochure that summarizes the Zoning provisions for various types of housing (e.g. supportive housing, transitional housing, emergency shelters, and single room occupancy units).	1-2 years	This program has yet to be completed. It is included in the PDS Advance Planning work program for accomplishment when staff and resources become available.
3.4.7	Expedited Processing			
3.4.7.A	Affordable Housing Projects	Implement procedures to expedite the processing of affordable housing projects to reduce the holding costs associated with development.	Ongoing	PDS has established an expedited plan check for residential projects and an emphasis on processing applications over the counter to reduce processing times of housing projects. The further revision of PDS processing procedures are ongoing efforts by the Department.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.4.7.B	Customer Service	Implement procedures to emphasize customer service for discretionary project applicants, using methods such as minimum response times, project managers, and pre-application meetings.	Ongoing	PDS provides pre-application meetings for all discretionary projects upon request and requires pre-application meetings for Tentative Maps, Major Use Permits, Specific Plans, Rezones, and General Plan Amendment applications. PDS has also trained staff to be solution-oriented and to emphasize customer service. PDS staff receive customer service training on an ongoing basis.
3.4.7.C	Permit Streamlining Act	Periodically review the County's permit processing procedures to ensure compliance with the Permit Streamlining Act.	Ongoing	In 2012, a new PDS department was established with an emphasis on improving project processing and providing better customer service. The efforts to enhance permit processing procedures are ongoing. See also responses to 3.4.7.A and 3.4.7.B above.
3.4.7.D	Water and Sewer Purveyors	Work with water and sewer purveyors to assure that affordable housing projects are given priority.	Ongoing	When applicable, project applicants are required to provide a will-serve letter that water and sewer services are available. When necessary, PDS staff coordinate with water and sewer purveyors to ensure that the necessary services will be available to housing projects.
3.4.7.E	Residential Permitting Process	Implement changes to the residential permitting process identified in the Business Process Reengineering (BPR) study, which include improvements to the environmental review process.	Ongoing	PDS continues to implement changes identified in the BPR study, which includes utilizing CEQA Guidelines for Determining Significance when reviewing projects.
3.4.7.F	Infill Development	Provide clear guidance on CEQA requirements for infill development.	Ongoing	PDS continues to utilize CEQA Guidelines for Determining Significance when reviewing projects. PDS staff periodically review the CEQA Guidelines for Determining Significance by subject area to ensure the most appropriate guidance for infill development is provided.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.4.7.G	Streamline Regulations	Collaborate with building industry representatives and when necessary and appropriate revise regulations to be less costly and unnecessarily onerous. The collaboration is held in monthly meetings with two industry groups, the Industry Advisory group and the Building Advisory Group. As issues are raised they are addressed as quickly as possible.	Ongoing	PDS meets with building industry representatives on a regular basis. Over the past year a red tape task force was formed, which resulted in several changes to streamline development regulations.
3.4.7.H	Ministerial Design Review Procedures	Establish a design review compliance checklist that provide a level of transparency so that applicants will know exactly what is needed in order to secure approval of their permit.	2013	PDS is currently preparing new community design review checklist procedures that contain clear, objective design standards based on the adopted community design guidelines.
3.4.8	Housing Stock Conditions			
3.4.8.A	Housing Stock Conditions	Conduct a review of locations in the County that have older housing stock, including consideration of current and future programs for rehabilitation.	1-2 years	The Housing Coordinator will work with other County departments to consolidate information on substandard housing.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.5	Community Outreach			
3.5.1	Public Outreach			
3.5.1.A	Public Education Programs	Work with nonprofit organizations and other agencies in educating the public and community groups regarding the benefits of affordable housing.	Ongoing	The County HCD continues to work with a range of non-profit housing organizations to expand affordable housing opportunities throughout the unincorporated area. Specifically, the County HCD hosts HIV Housing Committee meetings throughout the year. Regional Continuum of Care Council meetings are held monthly to identify gaps in homeless services. Landlord/owner workshops are held four times per fiscal year in order to increase landlord/owner participation in subsidized housing. Occasionally, presentation about Housing is conducted to groups of students at San Diego City College. The County HCD expands community outreach by providing Housing information, Section 8 waiting list applications and Housing Resource Directory at the Project Homeless Connect event.
3.5.1.B	Notification of Funding Opportunities	Notify developers when funding is available.	Ongoing	The County HCD posts the Notices of Funding Availability (NOFA) in the County website to allow interested parties to apply for HOME or CDBG funds. There were two NOFAs available to development in the unincorporated County. NOFA opportunities are shared with the San Diego Housing Federation, Corporation for Supportive Housing and other housing industry groups. An email blast notification of available NOFA is sent to all parties from the NOFA interest list.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.5.1.C	Community Workshops	Conduct community workshops every two to three years to solicit input regarding affordable housing needs and other housing concerns.	Ongoing	In 2012, HCD conducted presentations including four (4) community meetings and one (1) webinar. 12 Regional Continuum of Care Council (RCCC) and 12 RCCC Steering Committee meetings are held during the year to prepare the annual Continuum of Care Program application, prioritize projects, and develop the region's vision for ending homelessness. Starting in 2009, a webinar was added as an additional avenue for citizens to view our community meeting presentations.
3.5.1.D	Emergency/Disaster Preparedness	Make information available to inform residents, businesses, and institutions within the County about hazards and emergency/disaster preparedness.	Ongoing	County Office of Emergency Services maintains a web site with information on disaster preparedness according to different hazards such as earthquakes, wildland fires, flooding, etc. http://www.sdcounty.ca.gov/oes/index.html
3.5.2	Fair Housing Services			
3.5.2.A	Fair Housing Resource Board	Participate in the Fair Housing Resources Board to coordinate regional solutions to fair housing issues.	Ongoing	HCD provides funding support for fair housing services and participates in events organized by fair housing service providers. The County HCD also participates in the Fair Housing Resources Board to coordinate regional responses to housing discrimination issues.
3.5.2.B	Annual Funding Allocation	Annually allocate funding to support fair housing and tenant/landlord services.	Ongoing	North County Lifeline, in collaboration with Center for Social Advocacy and South Bay Community Services allocated annual funding to support fair housing and tenant/landlord services. North County Lifeline also conducts fair housing testings in the San Diego Urban County based on criteria developed by the County HCD.

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Number	Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.5.2.C	Information Displays	Prominently display information on fair housing rights and services at the County's public service counters and its website.	Ongoing	Creating Equal Opportunity for Every Community posters are prominently displayed in the HCD lobby. The County HCD website includes a link to the Fair Housing and Equal Opportunity website that contains a wealth of relevant information regarding fair housing laws that prohibit discrimination in housing. Annual educational event is held during the Fair Housing Month which is specifically designed for San Diego housing providers.
3.5.2.D	Regional Analysis Update	Participate in the Regional Analysis of Impediments to Fair Housing Choice update due 2010.	Ongoing	The County participated in preparation of the Regional Analysis of Impediments (AI) to Fair Housing Choice. The Regional AI was a joint effort of each local city and the County and the 2011-2015 Regional AI was adopted June 2011.
3.5.3	Coordination and Implementation			
3.5.3.A	Housing Coordinator	Provide a housing coordinator to work with other departments as needed to oversee coordination and implementation of housing programs and policies.	Ongoing	PDS assigned a Housing Coordinator as a collateral duty responsible for overseeing implementation of the Housing Element.
3.5.3.B	Interdepartmental Efforts	Facilitate interdepartmental efforts to more effectively and proactively pursue affordable opportunities in the unincorporated area.	Ongoing	The PDS Housing Coordinator is responsible for facilitating interdepartmental efforts.
3.5.4	Implementation Progress Monitoring			
3.5.4.A	Annual Report to State HCD	Prepare annual report to State HCD on the implementation of the Housing Element.	Ongoing	The PDS Housing Coordinator is responsible for preparing the Housing Element Submittal Requirements in the General Plan Annual Progress Report for submission to State HCD by April 1.
3.5.4.B	Review Land Use Issues	Meet with County HCD at least once a year to review land use issues that affected the production of affordable housing during the prior year.	Ongoing	The PDS housing coordinator is responsible for meeting with County HCD on a regular basis to discuss land use issues.

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3.5.4.C	Tracking and Reporting System	Develop a tracking and reporting system to facilitate preparation of the annual report to State HCD.	Ongoing	The PDS Building Division maintains data and is able to develop reports to provide the appropriate for the annual report.
3.5.4.D	Computerized Monitoring System	Develop a computerized monitoring system to track the use of residential land and to determine whether a proposed development will affect the County's inventory of potential sites for affordable housing.	Ongoing	PDS implemented a new tracking system (Accela) at the end of 2012 and will track whether land development projects included on the Housing Element Sites Inventory.
3.5.4.E	Building Permit Tracking System	Modify the building permit tracking system (KIVA) to allow for tracking of condominium conversion and housing construction by type, tenure, and potential affordability.	December 2013	The County implemented a new tracking system (Accela) at the end of 2012. This system will be enhanced to track building types and condominium conversions.
3.5.4.F	Data Collection Systems	Use the modified PDS data collection systems, as needed, to facilitate the production of data needed for the annual report and the Housing Element.	Ongoing	The PDS Building Division maintains data and is able to develop reports to provide the appropriate for the General Plan Annual Progress Report.
3.5.4.G	Review of Design Guidelines	Housing Coordinator will review design guidelines for consistency with the Housing Element	Ongoing	The PDS Housing Coordinator participated in the project to streamline design review guidelines and during that process was responsible for ensuring their consistency with the Housing Element.
3.5.5	Provision of Sewer and Water for Affordable Housing			
3.5.5.A	Information on Sites	Provide copies of the General Plan, including information on sites used to meet the County's lower-income housing allocation, to all water and sewer districts that may be required to provide service to developments within the unincorporated area.	December 2013	This program has yet to be completed. All water and sewer districts serving the unincorporated county participated in the review of the General Plan Update and provided comments concerning their ability to supply services based on the land use map densities.
3.5.6	Support Improvements to Fire Protection Capacity			
3.5.6.A	Ignition Resistive Construction Standards	Review and, if appropriate, strengthen the County Building Code and Fire Code to incorporate ignition-resistive construction standards and to minimize structural loss during wildfire events.	Completed September 2011	In September 2011, the County revised its Building and Consolidated Fire Codes, which included ignition-resistive construction standards and defensible space requirements to minimize structural loss during wildfire events.

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3.5.6.B	General Plan Distribution	The County will provide copies of the General Plan to all fire protection districts that may be required to provide service to developments within the unincorporated area.	Completed November 2012	In 2012, a copy of the General Plan was provided to all fire protection districts required to provide service to developments within the unincorporated County. This program has been completed and has been removed from the Implementation Plan prepared for the fifth revision of the Housing Element.
3.5.6.C	Fire Suppression Upgrades	The County will actively support appropriate upgrades to fire suppression equipment and procedures that enable the protection of multi-story buildings within Village areas.	Ongoing	Generally, fire protection equipment in the unincorporated county is sufficient to serve two-story construction; however, is inadequate to support taller structures. Additional funding is required before fire service providers can expand their inventory with vehicles appropriate to serve multi-story construction.
3.5.7	Future Legislation			
3.5.7.A	Housing Legislation Revision	Work with SANDAG and the state to revise current housing legislation that treats the unincorporated area of San Diego County as equivalent to the incorporated jurisdictions.	1-2 years	The Housing Coordinator reviews pending housing legislation and coordinates with SANDAG and the State on any proposed changes, when applicable.
3.5.7.B	Funding for Workforce and Affordable Housing	Coordinate with the County's Office of Strategic and Intergovernmental Affairs (OSIA) to help improve the County's ability to obtain funding for workforce and affordable housing.		See Program 3.1.2.D
3.5.8	Training and Procedures for Staff			
3.5.8.A	Staff Training	Conduct staff training bi-annually on the Housing Element requirements and County offerings.	Ongoing	The PDS Housing Coordinator attends PDS Project Planning staff meeting to discuss procedures for development applications that are on the Sites Inventory.
3.5.8.B	Planning Commission Workshops	Conduct workshop with the Planning Commission on Housing Element policies and programs.	1-2 years	This program has yet to be accomplished. Conducting a workshop with the Planning Commission on Housing Element policies and programs is included in the PDS Advance Planning workplan and will be accomplished when staff resources are available.